EAST MIDDLE SCHOOL
2025-2026 STUDENT/PARENT HANDBOOK

Principal: Scott M. Lavender

School Website: ems.carrollk12.org

121 Longwell Avenue, Westminster, MD 21157
Phone: 410-751-3656 ● Counseling Office: 410-751-3181 ● Fax: 410-751-3660

"Bulldogs Rule with Respect, Responsibility, & Resilience"

East Middle School Student Handbook

This student handbook has been prepared to provide students with information they need in order to have the best opportunity for success in school. While it contains many important facts, rules, and policies related to life at East Middle School, it is not intended to be comprehensive and students are subject to other school rules and policies not included. We ask parents to review this handbook with their child and help them understand school expectations. Students are most successful when the school and home work together.

EAST MIDDLE SCHOOL MISSION

East Middle School is a community of respectful, responsible, resilient learners striving for academic, professional, and personal success.

- **Respect**
  - We celebrate our diversity and uniqueness.
  - We build positive relationships.
  - We foster a safe and welcoming environment.
- **Responsibility**
  - We hold ourselves and each other accountable.
  - We strive always to be better.
  - We do the right thing, even when no one is looking.
- **Resilience**
  - We celebrate our successes.
  - We learn from our failures.
  - We never give up on ourselves or each other.

EDUCATIONAL PHILOSOPHY

Middle school is a complicated endeavor that should nurture intellectual, social, emotional, and physical growth. Our goal is to develop characteristics and unique needs of students, improve academic skills, encourage individual student interests and talents, and foster social competency and personal success. The complete school program should enhance the quality of school and personal life of early adolescents, facilitate their successful transition to high school, and lay an important foundation for life.

GRADING

We shall strive to place students at the grade level best suited to their demonstrated levels of achievement, while maintaining an appropriate degree of challenge and rigor. Appropriate decisions regarding placement, promotion, intervention, retention, and acceleration are best made through a collaborative process involving school staff, parents, and students. The final responsibility for these decisions rests with the principal.

At East, students and parents can expect graded assignments to be:

- A measure of knowledge and performance, not compliance.
- Returned with feedback in a timely manner
- Entered in Home Access Center (HAC) within two weeks.

In addition to a numeric/percent score, teachers have a variety of grade codes that can be issued for individual assignments, the most frequent codes are below.

- **ABS** – Student was absent. This equates to a zero in gradebook until completed within guidelines.
- **NHI** – "Not Handed In" – informs student/parent that assignment was not turned in and equates to a zero in the gradebook.
- **EXC** – Assignment was excused determined by the teacher. This assignment does not count as a grade.
- **PEN** – Assignments that are "pending" status and in the process of being graded.

ACADEMIC PROMOTION

To be promoted to the next grade, **students must pass all core academic subjects (Math, ELA, Science, and Social Studies).** A student who fails any of the core subjects for the year shall be considered for retention. A student who successfully participates in an appropriate intervention, which includes summer recovery, shall be promoted. Students must earn four quality points by the end of the year to pass (A=4, B=3, C=2, D=1, F=0).

REPORT CARDS

Each student is evaluated according to the results achieved from their work. It is our hope that each student reaches their fullest potential. Students will be issued report cards in an envelope at the end of each marking period. The signed envelope should be returned within three school days. Grades and attendance can be monitored through Home Access Center (HAC) as needed – our official online grading system. Marking Period 4 Report Cards will be mailed home.

MP1: September 3 – November 3
MP2: November 4 – January 26
MP3: January 27 – April 9
MP4: April 10 – June 12

ACADEMIC HONOR CODE

East Middle School students will be expected to do their own work and refrain from cheating or plagiarizing their work. ***Plagiarism is copying and using someone else's words, images or ideas and passing them off as their own work. Cheating refers to copying from someone else's tests, exams, handing in work done by someone else, using electronic or other devices to aid in completion of assignments that is not acceptable by the teacher.*** Academic dishonesty/cheating in any form on graded assignments will not be tolerated and may result in loss of credit or disciplinary action.

VISITATION AND SCHOOL SECURITY

East Middle School is open to parents, guardians and other family members at all times. However, for reasons of safety, visitors are ***required*** to report to the Main Office before going anywhere in the building. All visitors will be given a badge that must be worn in the building. Parents wishing to make an appointment with individual teachers, counselors, or other staff members should call in advance of their visit. Parent requests to observe a class must be made 24 hours in advance in writing to School Administration – a parent may only observe a class for up to 2 hours in a marking period.

Measures designed to ensure student safety include but are not limited to:

- All exterior doors remain locked at all times.
- The installation of technology to better control the access of individuals entering the school building.
- The implementation of procedures that include, but are not limited to, the purpose to enter the school.
- All visitors must present driver's license to be scanned by our system.
- All visitors must wear a visible badge when entering the building beyond the main office.

SAFE SCHOOLS – "SEE SOMETHING, SAY SOMETHING"

Safe Schools Maryland - an ANONYMOUS and FREE reporting system available to students, teachers, school staff members, parents, and the general public to report any school or student safety concerns, including mental health concerns. Safe Schools Maryland is Maryland's only anonymous reporting system. Safe Schools Maryland operates twenty-four hours a day, seven days a week, and 365 days a year.

ATTENDANCE - 8:30 a.m. - 3:10 p.m.

All students at East Middle School are expected to be at school *each day and on time* to benefit from the educational experiences planned for them. **While it is true, students can complete tests and other assignments missed while they are absent, often times missed instruction cannot be replaced.** When it becomes necessary for a student to miss school, a parent or guardian should do ***one*** of the following:

- Call the school the morning of an absence (PHONE: 410-751-3656)
- Email the school at EMSAttendance@carrollk12.org the morning of the absence
- Send a note to school within 3 school days of the last date of absence for the absence to be excused.
- If none of the above are submitted, the absence will be coded as unexcused/unlawful.

If a student is LATE to school, they must report to the Main Office to sign in and provide a note that explains why they were late. The student will then receive a pass to go to class. East Middle School Administration has the discretion to excuse/unexcused a LATE to School. Chronic unexcused tardies (more than three within a marking period) may result in disciplinary consequences or loss of extra-curricular privileges.

Should a student need to be DISMISSED EARLY (doctor's appt., etc.), they need to bring a parent's note to the main office during homeroom to receive a pass for dismissal later in the day. The parent/guardian must come into the Main Office to sign out the student. Whenever a student misses school, they should know the procedures for making up missed work/assignments.

Chronic unexcused absences (truancy) from school may result in disciplinary consequences, loss of extra-curricular privileges (ex: school dance), or a referral to the Truancy Diversion Panel or to the State's Attorney

VACATION/PRE-PLANNED ACTIVITIES

Family vacations during school days are discouraged due to the impact they may have on school performance and loss of instructional time – however, we understand that circumstances arise. Absences for family travel/activities may be excused if the request is made in advance. Instructional time and schoolwork such as class participation/discussion or laboratory experiments are difficult to make-up. Parents of students that have already accumulated excessive absences should understand the implications it may have on grades. Only work for absences of three days should be requested in advance. It is the student's responsibility to request missing work.

WORK MISSED DUE TO ABSENCE

When a student is absent for one day, they should check with their teacher upon return to see what work has been assigned. Students can also call a friend to see what they have missed. Students may ask a friend in their class to pick up any assignments distributed in class during the day.

LUNCH AND CAFETERIA PROCEDURES

Every student who goes through our cafeteria line will use a unique, Personal Identification Number (PIN) to access their account. Parents have the option to add any denomination to the account for the purchase of meals and snack items. Each student has been issued a 5 digit PIN. Parents can find their child's PIN Home Access Center (HAC).

Students will have plenty of time to eat their lunch each day. **When students finish eating, they are responsible for taking care of their trash and cleaning the area/table.** When given permission, students may go outside for recess. If a student chooses to remain inside, they must stay in my seat and talk quietly with my friends. **Laptops, cell phones, or any electronic device are not permitted for use in the cafeteria.**

Students may borrow from the cafeteria if they forget their lunch. If a student borrows and accumulates a balance that exceeds $10.00, they will not be able to borrow more money and will be provided a sandwich and drink for lunch until the borrowed money is paid. My School Bucks is where a student can add more money to an account. https://www.myschoolbucks.com/ver2/getmain?requestAction=home

DELIVERIES TO SCHOOL

Students are not permitted delivery of lunch/food outside of a parent/guardian (ex: DoorDash, Grubhub), or other deliveries such as flowers or balloons during the school day. These items will not be given to a student and will require a parent to pick-up.

TEMPORARY EXCUSE FROM PARTICIPATION IN PHYSICAL EDUCATION

If a student has a temporary injury, a note must be written by a parent/guardian that day and cannot exceed three calendar days. If a student should become physically unable to participate for a period of three days or longer, medical documentation must be provided to our school nurse stating the nature of the injury and the length of

time which the student will have limited activity or complete rest. Students excused from PE due injury will not be able to participate in recess during lunch or any extra physical activities.

DANCES/EXTRA-CURRICULAR ACTIVITIES

Only students attending East Middle School are permitted to attend these activities. Students must be in school that day of the event to participate. We expect students to follow all school policies and procedures while in attendance. Students that do not comply with outlined expectations may forfeit their right to participate in any extra-curricular activity. Signed permission must be collected for students. To participate. Students are to arrange transportation home no later than ten minutes after the end of the scheduled activity.

HOME ACCESS CENTER

Home Access Center is available for parents and legal guardians to login and view information pertaining to their children. Please visit these directions to login to your account:

1. Visit www.carrollk12.org
2. Click on tab *Academics*
3. Click on *Student and Family Resources*: Student and Family Resources - Carroll County Public School District (carrollk12.org)

HALLWAY/BATHROOM PASSES

Students requesting to leave class for any reason should first ask their teacher for permission. The student should go directly to the location requested and return to class promptly. Students will be expected to keep these requests to a minimum. Any business with the office should be taken care of before or after school or at lunchtime.

STUDENT ISSUED LAPTOPS

- Each student is issued a laptop at the beginning of their 6th grade year.
- A Student Laptop Agreement detailing *Care and Maintenance, General Use, Damage/Loss, Filtering, Decline Option, and Agreement* must be on file in order to receive the laptop.
- Students are responsible for laptop damages if found to be careless and/or lost laptops/chargers.
- Students should report damages or laptops that are not working properly immediately to their teacher.

East Middle School Acceptable Use Policy for Technology

Technology Resources - https://www.carrollk12.org/operation/technology-services

Students must:

1. **Respect their privacy and that of others.**
   - Sign into the computers as themselves and access only their accounts.
   - Not get into the accounts of other students.
   - Not distribute private information about others or themselves.
2. **Respect the school equipment.**
   - Not adjust the equipment in any way (settings, homepages, desktop)
   - Not plug or unplug any devices to the computers.
   - Not play games unless instructed by a teacher for educational purposes.
   - Not use school equipment for email, instant chatting or messaging unless for school purpose and under the supervision of school personnel.
   - Not download anything onto the computers (including music or programs)
   - Keep food and drink away from the equipment.
3. **Respect the intellectual property of others.**
   - Not infringe copyrights (no making illegal copies of music, games, or movies!).
   - Not plagiarize.

4. **Respect the principles of community.**
    - Communicate only in ways that are kind and respectful.
    - Report any inappropriate materials to a teacher.
    - Not intentionally access, transmit, copy, or create inappropriate or illegal material (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass.)
    - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    - Be careful when printing. If you click but nothing happens, get assistance, **do not click print**

Failure to follow these guidelines will result in loss of privileges to use equipment.

PERSONAL ELECTRONIC DEVICES (cell phones, ear pods, smart watches)

At East Middle (CCPS policy), cell phones and personal electronic devices must be out of sight from the time students enter the building until they leave – 8:00-3:20. They are not permitted for use in classrooms, hallways, bathrooms, or the cafeteria. A parent must contact school and provide documentation if a medical condition requires the use of an electronic device to monitor the condition. No portable devices are to be used to record, store, or transmit any type of image, sound or video except for approved projects. If a cell phone is used to record or transmit school related items, it will be confiscated for a parent to pick-up and result in disciplinary action. East Middle is not responsible for lost or damaged devices.

If student is using a device, the following consequences will be warranted

1. 1st Violation = Verbal Warning
2. 2nd Violation = Phone is confiscated and given back to the student at the end of class.
3. 3rd Violation = Phone is confiscated and taken to the office. Student can pick-up at the end of the day.
4. 4th Violation = Phone is confiscated and taken to the office. **PARENT MUST PICK UP PHONE**.

CCPS DRESS CODE

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety while maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Student attire that cannot disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment. No procedure will impose dress and grooming rules based on gender in violation of Title IX. Procedures will specifically define ambiguous terms, and examples will be provided when practical.

Head Coverings:

- Be removed upon entering the school building, unless approved for religious or medical reasons.
- Certain headbands, scrunchies, and folded bandanas, which are used to hold hair in place and do not cover the entire head, are permitted.
- One's face must be visible at all times.

Shirts:

- Shall reasonably cover the back, the cleavage area, and the entire midriff area.
- See-through or mesh shirts are not permitted, unless worn in conjunction with an appropriate top.

Dresses/Shorts/Skirts/Pants:

- Shall cover the entire buttocks and private areas while the student is sitting, standing, and bending over.
- Pants shall cover undergarments at all times; that is, the waistline of the pants shall be on the upper hips.

Other:

- Appropriate shoes shall be worn.
- No bedroom slippers or pajamas shall be worn.

- Clothing that may endanger health or safety, that may be used as a weapon, or that may cause damage to property shall not be worn.
- Undergarments shall not be worn as outerwear or be visible through outergarments.
- Clothing shall not be worn that would lead school officials to reasonably believe that such attire will materially disrupt, interfere with, disturb, or distract from school activities, the safe operation of the school, or the rights of other students to access and participate in a safe and welcoming educational environment.
- Clothing shall not convey advertisements for or promote the use of condoms or other birth control devices, tobacco, alcohol, drugs, or the unlawful use of weapons, stated or implied.
- Clothing shall not convey profanity or symbols/messages depicting, implying, or which are reasonably perceived as promoting intolerance, hatred, and/or a hostile educational environment or harassment/bullying on the basis of age, color, genetic information, marital status, mental or physical disability, ancestry or national origin, race, religion, sex, sexual orientation, gender identity or gender expression. This prohibition includes, but is not limited to, Confederate Battle Flags and swastikas.
- Clothing and accessories shall not depict symbols/messages of groups which are generally recognized as promoting intolerance, hatred, and harassment/bullying, such as the Ku Klux Klan or Aryan nation.
- Clothing shall not convey establishments or products whose names can be directly interpreted or construed as carrying a "double meaning" involving sexual innuendo, gang symbols, or sexual activity.
- Body art, whether permanent or temporary, which would otherwise violate this policy if depicted on attire, must be completely covered during the school day or at any school-sponsored or school-sanctioned event.

Dress Code Violations

All student dress code violations shall be addressed in a respectful manner. When possible, a student's dress code concerns shall be addressed by a staff member of the student's gender identity. A student found wearing inappropriate clothing will be asked to change or remove the item (ex: hat). Should the student not be able to change or remove the item, clothing may be provided. Students that fail to cooperate will be referred to an administrator. Exceptions will be made for special school activities (ex: spirit weeks)

EMERGENCY PROCEDURE CARDS

Each student must have an updated Emergency Procedure Card on file with the main office. This card must be signed by a parent or guardian. **The signature of a step-parent or non-custodial parent is not acceptable.** The signed card indicates the names of people who the school may communicate with, either by phone or e-mail. This also gives permission for someone to pick up a student, only if a parent or guardian is not available. In cases where it is a planned pick-up, a note with the name of the person picking up the student should be given to the office.

HARASSMENT/BULLYING

East Middle is committed to establishing and promoting a safe, non-threatening environment for all students to learn. Therefore, we will not tolerate any acts of discrimination, harassment, hazing, bullying, hostile acts, or other forms of intimidation on the part of students or employees. Discrimination, harassment, hazing, bullying, and hostile acts are both morally wrong and offensive and will not tolerated.

If a student feels they are a victim of harassment or bullying it should immediately be reported to a staff member. An investigation will take place and appropriate action regarding the incident will occur. Actions may include but are not limited to peer mediation, parent conference, or further disciplinary action, that may include suspension or involving the local authorities.

To report a bullying concern, please go to - https://ext.carrollk12.org/brsext/

MEDICATION

Parents should make every effort to arrange for medicine to be taken outside of the school day. For student safety, medicine may be dispensed to students only under the following conditions:

1. **A physician must complete a medication consent form for all medication.** CARROLL COUNTY PUBLIC SCHOOLS MEDICATION FORM (carrollk12.org). **The health care provider and parent/guardian signature must be present on the medication/treatment order.** The order, prescription, and medication must not be expired.
2. **Medication shall be brought to school by the parent/guardian.** Only under special circumstances, which are pre-arranged with the school nurse/administrator, may a designated adult other than the parent/guardian bring in medication. The parent/guardian must provide a signed consent
3. Only a 30-day supply of medication may be accepted.
4. All medicine is to be in the **original bottle or box** with the current pharmacy label secured to the prescribed medications.
5. Over the counter medication must be in the original, unopened bottle.
6. The consent form is to be kept in the nurse's office with a parent or guardian's signature.
7. All medicine is to be stored in the nurse's office.
8. Students may not carry an inhaler without a signed permission form from a doctor.
9. Students may bring in and carry non-menthol cough drops if they have a note from the parent.

Failure to follow rules regarding medication may result in disciplinary action.

SCHOOL BUS TRANSPORTATION

Transportation is provided for students who live more than one mile from school. The following rules must be obeyed in order that students are assured a timely and safe ride to and from school:

1. Be at the bus stop 5 minutes before pick-up time and be visible to the approaching bus.
2. Do not stand on the roadway while waiting for the school bus.
3. Wait until the school bus comes to a complete stop before moving forward to board/leaving seat.
4. Take your seats promptly and remain seated for the entire ride to and from school.
5. Sit in the seat facing front keeping your feet, books and other articles out of the aisle.
6. Keep hands, arms, and head inside the bus.
7. Conversations should be quiet and conducted in a manner so that the driver is never distracted.
8. Eating, drinking, chewing gum, or using vulgar language is *never* permitted.
9. Do not damage any part of the school bus and report any damage that you see.
10. The emergency door handle is used only for emergencies. Never sit in the driver's seat or tamper with any equipment or controls.
11. Should a bus have a breakdown or an accident, students should remain seated and follow the instructions of the driver.
12. Get off the school bus only at your assigned stop.
13. Ride only your assigned school bus. Students may have only one authorized morning stop and one authorized afternoon stop.
14. Be considerate of the rights of others at all times.

Students who do not follow the rules may receive a written bus referral from their bus driver. Consequences for inappropriate bus behavior may include, but are not limited to, a written warning, detention, Saturday School, a temporary suspension of bus riding privileges, or in cases of severe or repeated poor behavior, revocation of bus riding privileges for an extended period of time.

All students will have a daily routine in transportation, whether it be by bus, parent pick up, or walker. If your child needs to change their routine, please refer to the following.

A student who typically rides a bus needs to be picked up by a parent instead:	The parent must provide a signed note or send an email to EMSAttendance@carrollk12.org no later than 1:00 stating their child will be parent pick-up (unless a family emergency arises).
A student who typically rides the bus needs to walk home or to some local destination:	The parent must provide a signed note or send an email to EMSAttendance@carrollk12.org not later than 1:00 stating that, after school, the child has permission to walk home or to a specific location.
Student needs to ride a different bus:	This is **ONLY** allowed in situations of a **family emergency**, or when the **parents will not be home** and the student requires daycare services. **Notes** from the parents of **both** students must be sent in explaining the request, and the request will require approval of an administrator.

PERSONAL POSSESSIONS

We encourage students to leave valuables at home, as we cannot guarantee the safety of these items. If your child wishes to have a valuable item at school, we suggest that it is kept in their LOCKED locker. This is especially true of electronic devices of any kind.

DISCIPLINE GUIDELINES

At East Middle School we believe that good discipline is a joint effort of parents, teachers, administrators, and students. We are committed to providing a safe and secure environment in which all individuals are free to learn. Students have the responsibility to conduct themselves in a manner that does not detract from the learning process. Students must know and understand school regulations, make an effort to uphold them, and recognize that those in authority have the responsibility for maintaining an orderly education process.

Guidelines for Good Behavior:

- All students are expected to follow rules in the Student Handbook and CCPS policy/procedures.
- All students are expected to be polite and courteous to all students and adults at East Middle.
- All students are expected to arrive to class on time and to be prepared with all necessary materials.
- Students should immediately follow all directions given to them by a staff member.

Consequences for not demonstrating good behavior may include, but are not limited to:

- Student/teacher conference
- Lunch detention
- Support room referral
- Parent conference
- After-school detention
- Office referral

Minor referrals may be assigned for, but are not limited to:

- Classroom disruptions
- Habitual/constant minor infractions

Major/Office referrals may be given for, but are not limited to:

- Disrespect or Insubordination
- Foul/abusive language
- Bullying/harassment
- Fighting

Teachers will communicate with parents regarding discipline through phone calls, email, letters home, or an electronic referral emailed through the discipline system.

SUPPORT ROOM

Student that become disruptive or interfere with the classroom instruction amy be removed form class and sent to our Support Room – they are expected to follow the following

- Report directly to the Support Room.
- Remain in a seat at all times.
- Complete the work assigned.

If students do not follow the above expectations while in the Support Room, they will be referred to the office for further discipline. More than three (3) Support Room referrals per quarter will result in an automatic office referral.

AFTER-SCHOOL DETENTION

Teachers (and administrators) may issue disciplinary referrals as a consequence for misbehavior, such as calling out during class, running in the hallways, or disturbing other students. Receiving a discipline referral may also result in an after-school detention.

- After-school detentions will be held directly after-school beginning at 3:25 p.m. and ending at 4:25 p.m.
- A parent/guardian is responsible for transportation home from school.
- When in detention, students are expected to be silent and complete work assigned by the teacher in charge.
- Students are not permitted to use their cell phone or other non-educational devices while in detention.
- Students that do not serve their assigned after-school detention may be assigned further consequences.

CARE OF BOOKS AND MATERIALS

East Middle School provides laptops, Media Center materials, textbooks, and other items for student use. These items are the property of the school system and may be assigned for any length of time. Students are responsible for the proper care and return of school property. Should a student damage or fail to return computers, textbooks, Media Center materials, or other school owned property, or have other obligations, the administration will prohibit the further issuance of school owned property until restitution has been made.

FLEX TIME

All student schedules include a 30-minute FLEX period each day. FLEX time serves several purposes:

- Remediation for students who did not understand a lesson/concept
- Close learning gaps to raise student achievement
- Provides an opportunity for students to receive extra help
- Time to complete missing assignments, make-up tests
- Quiet time to study, read a book
- Organize folder, binders

EMERGENCY DRILLS/BUILDING EVACUATIONS/LOCKDOWNS

Avoid. Deny. Defend. https://www.carrollk12.org/operation/school-security

Drills are conducted regularly. It is important for students to know where the emergency exits are in each of their classrooms. During an emergency drill/building evacuation/lockdown, it is important for students to:

1. Leave all books and other items at their desk.
2. Move quickly and quietly as directed by the teacher to a designated area.
3. No taking, pushing, or crowding the doorways.
4. Stand silently to hear the roll call by the teachers.
5. Return to the classroom silently at the end of the drill.

STUDENT SERVICE-LEARNING REQUIREMENT

- All service-learning program information, forms, and requirements can be found at: www.carrollk12.org/academics/ccps-service-learning
- Students may also find the electronic service-learning forms on our school website at: www.ems.carrollk12.org/counseling/forms

If a student does not have computer access at home, please stop in the main office so arrangements can be made to complete the form at school.

- Service-Learning hours may begin to accumulate the first day of summer break prior to entering the 6th grade.
- Additional hours explained at Outdoor School must be submitted by October 1st of the 7th grade school year.

- Other forms must be received no later than one year from the date the service was completed.
- Failure to thoroughly complete these forms or follow the appropriate procedures may result in a student not receiving credit for hours worked or a delay in receiving those credits.
- Completed forms should be received as soon as possible following the completion of the activity to appear on the student record.
- Parent/guardians are able to check their child's service-learning hours via the Home Access Center.

TITLE IX POLICY STATEMENT

It is the policy of the Board of Education of Carroll County not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education amendments. Inquiries regarding compliance with Title IX may be directed to the Central Office, Arleen Moore, as Title IX compliance coordinator.

CARROLL COUNTY PUBLIC SCHOOLS INFORMATIONAL CALENDAR/STUDENT HANDBOOK

The CCPS Informational Calendar/Student Handbook is found at www.carrollk12.org/about/calendar. This handbook contains many of the policies related to student discipline. CCPS and East Middle School have a strong commitment to the welfare and safety of its students and staff. Therefore, it is very important that all parents review these policies with their children every year for the most up to date information.

ADA COMPLIANCE STATEMENT

Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed. Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop, Director of Facilities, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3177. Carey Gaddis, Supervisor of Community & Media Relations, 125 North Court Street, Westminster, Maryland 21157, (410) 751-3020